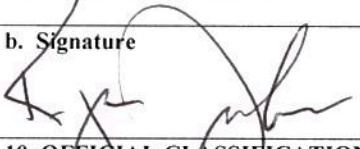
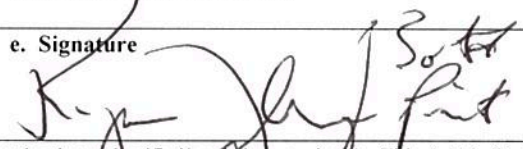



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG517023	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Advisor to the Administrator for Land and Emergency Management	GS	0301	14	
4. Supervisor's Recommendation	Senior Advisor to the Administrator	GS	0301	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Veronica Darwin		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Land and Emergency Management			g.		
c. Office of the Assistant Administrator			h. Employing Office Location		
d. Immediate Office			i. Organization Code K0000000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 5/31/17		e. Signature  f. Date 5/31/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 05/31/17
11. REMARKS					

Senior Advisor to the Administrator for Land and Emergency Management

Introduction

The Office of the Assistant Administrator for Land and Emergency Management provides Agency-wide policy, guidance, and direction for the Agency's solid waste and emergency and remedial response programs. OLEM's responsibilities include: program policy development and evaluation; development of appropriate hazardous waste standards and regulations; enforcement of applicable laws and regulations; program policy guidance and overview, technical support, and evaluation of Regional solid waste and response activities; development of program for technical, programmatic, and legal assistance to States and local governments; development of guidelines and standards for the land disposal of hazardous wastes; analyses on the recovery of useful energy from solid waste; and development and implementation of a program to respond to uncontrolled hazardous waste sites and spills (including oil spills).

Major Duties and Responsibilities

1. In coordination with EPA's Office of Congressional and Intergovernmental Relations (OCIR), establishes liaison and maintains close working relationship with key members of Congress and staff on legislative matters related to programs within the jurisdiction of OLEM. Works with Congress to implement the Administration's recommendations regarding reauthorization or amendments of solid waste laws.
2. In coordination with OCIR, establishes liaison and maintains close working relationship with key members of Congress, State and local officials on matters related to Superfund sites, hazardous waste sites, and sites of national significance.
3. Represents the Administrator and Deputy Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Ensures that shifts are made in work, priorities, and program emphasis as necessary.
4. Establishes liaison and maintains close working relationships with key policy officials in the Executive Branch of the Federal Government. Responsible for translation and transmission of key, sensitive policy issues, including early warning of potential problem areas.
5. Represents the Administrator and Deputy Administrator at Regional, State and local events pertaining to assigned policy area to assess progress toward program accomplishment and attainment of Agency goals. Reports back with confidential insights into the strengths and weaknesses of programs and provides recommendations for further management action.
6. Represents the Administrator, Deputy Administrator and the Agency in high-level interactions with the non-profit and private sectors and serves as a liaison to these groups. Seeks input from these groups to assure full and fair consideration of all perspectives in Agency decision-making processes and communicates frequently with them to assure their full understanding of our policies and regulations.
7. On behalf of the Administrator and Deputy Administrator, coordinates and provides direction for emergency situations under OLEM's domain. Represents the Administrator, Deputy

Administrator and the Agency on-the-scene, as required, to further accurate communication to the public and to provide the Administrator with an objective and timely assessment of these critical situations.

8. At the direction of the Administrator, develops and/or directs special reports or studies focused on the operations, services or procedures of the Office of Solid Waste and Emergency Response, or on the interactions of OLEM with other entities.
9. Performs other duties as assigned.

Factor 1. Knowledge Required by the Position Level 1-8 1550 points

Mastery of program and organizational analysis principles, methods, practices and techniques; analytical methods; and interpersonal relations practices. Often serves as EPA representative at White House work group meetings on community empowerment. Skill to apply this mastery in developing new methods and approaches in developing, planning, integrating and evaluating programs for the agency. Knowledge and skill to advise other specialists in and outside the agency, as well as top managers and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction with all of the agency's public stakeholders.

Factor 2. Supervisory Controls Level 2-5 650 points

As a recognized authority in the analysis and evaluation of programs and issues, the employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

Factor 3. Guidelines Level 3-5 650 points

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4. Complexity Level 4-5 325 points

Plans, organizes, and completes analytical studies involving the substance of key agency programs. Obtains input and assistance from other analysts and subject-matter specialists when required. Serves as team leader, assigns segments of study to various participants, coordinates the efforts of the group, and consolidates findings into a completed project. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent into program actions.

Factor 5.	Scope and Effect	Level 5-6	450 points
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Performs very broad and extensive study assignments related to government programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of agencies. In many cases, the studies are of major importance to each of several departments and agencies and there may be disagreements about which department or agency and primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested agencies or with outside groups. Recommendations involve highly significant programs or policy matters and may have an impact on several departments or agencies, and may result in substantial redirection or federal efforts or policy related to major national issues. Results of work are critical to the mission of the agency or affect large numbers of people on a long-term, continuing basis.

Factor 6.	Personal Contacts	Level 6-4	110 points
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Contacts are with top management at the policymaking level, other OLEM policy experts, Congressional staff, representatives of academia, private sector, and state and local governments, and with counterpart analysts from other government agencies. The employee represents EPA on inter- and intra-agency task forces and at national councils and conferences.

Factor 7.	Purpose of Contacts	Level 7-3	120 points
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The purpose of contacts is to present information, expert opinions, and balanced analyses of recognized professional competence on complex policy questions to policymakers; to participate in conferences, meetings or presentations involving policy issues that have Agency-wide sensitivity, consequence, or importance.

Factor 8.	Physical Demands	Level 8-1	5 points
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The work is primarily sedentary, although some slight physical effort may be required.

Factor 9.	Work Environment	Level 9-1	5 points
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Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points: 3865